

File No. 100499

Committee Item No. 2

Board Item No. \_\_\_\_\_

# COMMITTEE/BOARD OF SUPERVISORS

## AGENDA PACKET CONTENTS LIST

Committee: City Operations & Neighborhood Ser. Date: May 10, 2010

Board of Supervisors Meeting

Date \_\_\_\_\_

### Cmte Board

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/> | Motion                                       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Resolution                                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Ordinance                                    |
| <input type="checkbox"/>            | <input type="checkbox"/> | Legislative Digest                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Budget Analyst Report                        |
| <input type="checkbox"/>            | <input type="checkbox"/> | Legislative Analyst Report                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Ethics Form 126                              |
| <input type="checkbox"/>            | <input type="checkbox"/> | Introduction Form (for hearings)             |
| <input type="checkbox"/>            | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/> | MOU  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Information Form                       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Subcontract Budget                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Contract/Agreement                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Public Correspondence                        |

### OTHER

(Use back side if additional space is needed)

<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
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Completed by: Victor Young

Date May 6, 2010

Completed by: Victor Young

Date \_\_\_\_\_

An asterisked item represents the cover sheet to a document that exceeds 25 pages. The complete document is in the file.



1 [Accept and Expend Grant – Green Business Tracking and Measurement Tool - \$74,500]

2  
3 **Resolution authorizing the Department of the Environment of the City and County of**  
4 **San Francisco to accept funding in the amount of \$74,500 from the California**  
5 **Department of Toxic Substances Control to continue to develop and operate the Green**  
6 **Business tracking and measurement tool.**

7  
8 WHEREAS, the California Department of Toxic Substances Control has partnered with  
9 local governments, the California Green Business Network and the San Francisco Green  
10 Business Program to implement a Green Business tracking and measurement tool; and

11 WHEREAS, the tool allows local Green Business programs to manage environmental  
12 data, track the business applications and certifications, and measure the results; and

13 WHEREAS, This a Green Business tracking and measurement tool documents and  
14 quantifies the environmental and fiscal benefits of individual Green Businesses, as well the  
15 cumulative environmental and fiscal benefits of Green Business programs; and

16 WHEREAS, Information generated by this Green Business tracking and measurement  
17 tool supports local Green Business programs to market their benefits and maximize local  
18 program funding resources; and

19 WHEREAS, the California Department of Toxic Substances Control has secured  
20 \$74,500 of funding for the San Francisco Green Business Program to continue development  
21 of this tool; and

22 WHEREAS, California Department of Toxic Substances Control is providing these  
23 funds to the San Francisco Department of the Environment to lead the California Green  
24 Business Network in further development of the Green Business tracking and measurement  
25 tool, and

1 WHEREAS, The City and County of San Francisco has committed to an ongoing,  
2 coordinated effort to demonstrate the positive effects of Green Business programs on the  
3 community and calculate the benefits to participating businesses, and

4 WHEREAS, continued development of a measurement tool supports the vitality and  
5 benefits of San Francisco Green Business Program; and

6 WHEREAS, continued development of a Green Business tracking and measurement  
7 tool ensures that San Francisco is recognized a leader in creating programs and services with  
8 measurable environmental impacts; and

9 WHEREAS, the grant budget includes provision for indirect costs of \$6,773; and


10 WHEREAS, the term of the grant will be from May 1, 2010 through April 30, 2011; and

11 WHEREAS, the California Department of Toxic Substances Control requires  
12 notification of acceptance of the funds or the Department risks losing those funds; now, be it

13 RESOLVED, that the Board of Supervisors hereby authorizes the Director of the San  
14 Francisco Department of the Environment to accept funding in the amount of \$74,500 from  
15 the California Department of Toxic Substances Control's to continue development of the  
16 Green Business tracking and measurement tool; and, be it


17 FURTHER RESOLVED, The Department of the Environment is authorized to furnish  
18 whatever additional information or assurances the funding agency may request in connection  
19 with this grant, and to execute any and all agreements necessary to carry out the purpose of  
20 the grant.

21 APPROVED:   
22 \_\_\_\_\_  
23 Mayor

21 APPROVED:   
22 \_\_\_\_\_  
23 for Alan Pavlovic  
24 Ben Rosenfield  
25 Controller

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RECOMMENDED:

By:   
David Assmann, Acting Director  
Department of the Environment

**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** The Department of the Environment  
**DATE:** 4/14/2010  
**SUBJECT:** Accept State Funding  
**GRANT TITLE:** Green Business Tracking and Measurement Tool

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Attached please find the original and 4 copies of each of the following:

Proposed Resolution original signed by Department, Mayor, Controller

Grant information form, including disability checklist

Grant budget

Grant application (There was no application for these funds. The California Department of Toxic Substances Control secured additional funding which they are contracting to SF Environment.)

Grant award letter from funding agency

Other (Explain): Legislative Checklist

**Special Timeline Requirements:**

The funding agency needs to get notification of acceptance of the funds by SF Environment by early May or risks losing the funding.

**Departmental representative to receive a copy of the adopted resolution:**

Name: Shawn Rosenmoss

Phone: 415-355-3746

Interoffice Mail Address:

Certified copy required Yes

No

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).

File Number: \_\_\_\_\_  
(Provided by Clerk of Board of Supervisors)

**Grant Information Form**  
(Effective January 2000)

Purpose: Resolution authorizing the Department of the Environment to accept funds.

The following describes the grant referred to in the accompanying Resolution:

1. Grant Title: Green Business Tracking and Measurement Tool
2. Department: Department of the Environment City and County of San Francisco (SF Environment)
3. Contact Person: Shawn Rosenmoss Telephone: 415-355-3746
4. Grant Approval Status (check one):

Approved by funding agency  Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$74,500

- 6a. Matching Funds Required: N/A  
b. Source(s) of matching funds (if applicable): N/A

- 7a. Grant Source Agency: California Department of Toxic Substances Control  
b. Grant Pass-Through Agency (if applicable): none

8. Proposed Grant Project Summary:

California Department of Toxic Substances Control has partnered with the City and County of San Francisco and the California Green Business Network to continue to develop a tool that will allow the programs to manage environmental data, track the business applications and certifications, and measure the results so that statewide programs will be able to demonstrate the positive effects of the Green Business programs on the community and calculate the environmental and fiscal benefits to participating businesses.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:  
Start-Date: May 1, 2010 End-Date: April 30, 2011

10. Number of new positions created and funded: There will be one new position created with these funds, however, the Accept Resolution needs to be completed in order to meet the requirements of the funding source. Concurrently, SF Environment is submitting an ASO Amendment Ordinance with authorization to Expend funds. Funds will not be used until Board approval is complete.

11. If new positions are created, explain the disposition of employees once the grant ends?  
Employee hired into this position will understand that it is grant-funded and specific to the project and will end when grant funding ends.

12a. Amount budgeted for contractual services: \$ 24,277

b. Will contractual services be put out to bid? Yes

## Accept Resolution for SF Environment grant from the California Department of Toxics and Substance Control

Personnel	Notes	Narrative	CDTSC
Grant funded 5638 Environmental Assistant	50%FTE for 1 year	This position will be employed for the length of the grant to coordinate with the CDTSC, assist the California Green Business Network (CAGBN) with continued development of the Green Business tracking and measurement tool. The position will oversee Reporting and Eval. The position will end once funds expire.	\$ 33,423
<b>TOTAL Personnel</b>			\$ 33,423
<b>Fringes</b>	at 30%		0.3 \$ 10,027
<b>TOTAL Personnel with fringes</b>			\$ 43,450
<b>Contract/partners</b>			
Web Development and hosting website		Hosts current Green Business Tool Tracking Tool. This contractor was selected using standard CCSF contracting processes and has been consulting on the tool since its inception and hosting the Green Business Program tracking tool	\$ 24,277
<b>TOTAL Consultant</b>			\$ 24,277
<b>Project SubTotal</b>			\$ 67,727
<b>Indirect</b>	At 10%		0.1 \$ 6,773
<b>PROJECT GRAND TOTAL</b>			\$ 74,500





Shawn  
Rosenmoss/ENV/SFGOV  
04/12/2010 02:25 PM

To  
cc  
bcc

Subject Fw: Request to start A&E process for funds from DTSC

----- Forwarded by Sushma Dhulipala/ENV/SFGOV on 03/25/2010 04:44 PM -----



"Karl Palmer"  
<KPalmer@dtsc.ca.gov>  
03/25/2010 04:41 PM

To "Sushma Dhulipala" <Sushma.Dhulipala@sfgov.org>  
cc "Matthew Mccarron" <MMccarro@dtsc.ca.gov>  
Subject CAGBN contract

Sushma Dhulipala Bhatia  
Toxics Reduction ~ Green Business ~Clean Technology  
San Francisco Department of the Environment  
11 Grove Street, CA - 94102

Dear Ms, Dhulipala Bhatia

Subject: Green Business Program Network oversight contract

California Department of Toxic Substances Control's (DTSC) is pleased to offer this contract for \$74,500 to the City and County of San Francisco, Department of the Environment (SFE) to assist the California Green Business Network (CAGBN) with operation of the Green Business tracking and measurement tool. DTSC has partnered with the California Green Business Network (CAGBN) and the City and County of San Francisco to develop the tool that will allow the programs maximize local program funding resources, to manage environmental data, track the business applications and certifications, and measure the results so that statewide programs will be able to demonstrate the positive effects of the Green Business programs on the community and calculate the benefits to participating businesses.

This contract represents DTSC's contribution to this important effort. The staff of SFE's Green Business Program, significant contributors to the proposal, stepped up to the plate and offered to accept and coordinate the grant funds, and SFE worked with DTSC staff within a tight timeframe to meet our administrative deadlines. DTSC looks forward to working with SFE and the other green business programs toward the efficient operational growth and assistance to emerging Green business, which will benefit our statewide Green Business efforts for years to come.

It is imperative that we receive your acceptance of the contract prior to May 1, 2010 to

allow for administrative processing of the contract before the conclusion of the fiscal year. Thank you for your attention and initiative. Should you have any questions or comments, please contact Matt McCarron at (510)540-3828 or Karl Palmer at 916 445-2625.

Karl Palmer, Manager  
Pollution Prevention Branch  
Office of Pollution Prevention and Green Technology  
Department of Toxic Substances Control  
(916) 445-2625

A small body of determined spirits, fired by an unquenchable faith in their mission, can alter the course of history.  
**Mohandas Gandhi**